POSITION ANNOUNCEMENT

CONTROLLER

Lowell Observatory is seeking a Controller. The Controller is part of Lowell Observatory’s Operations Department. Work is performed at the Mars Hill campus. This position reports to the Deputy Director of Operations.

Responsibilities

Banking activity and reconciliation; giftshop activity and reconciliation; contributions, pledges and general journal entries; accounts payable and purchase order review; fixed asset review and audit; monthly financial statement preparation and review; monthly reports to management; assist with annual financial audit; grant administration and grant reporting. Other duties as assigned.

Qualifications

Attention to detail. Ability to prioritize work effectively under pressure, timelines and complete tasks on schedule. Excellent interpersonal skills and ability to work effectively and professionally with departments, agencies and personnel of diverse backgrounds. Self-motivated, able to work with little supervision. Able to discreetly handle highly confidential employee and company records. Excellent time management skills and advanced Microsoft Excel and Word skills.

Education/Experience

Minimum 10 years of accounting experience. BS/BA in Accounting or related degree. Payables, Receivables, Financial Statements, and General Ledger experience desired. Strong written and oral communication skills with advanced computer and data entry skills. Must be able to interact professionally with all employees.

Status: Full Time
FLSA Classification: Exempt
Compensation Type: Salary
Benefit Eligible: Yes
Location: Mars Hill Campus Flagstaff, AZ
Please complete an application (http://www.lowell.edu/about_jobs.php) and send it with a resume, letter of interest addressing your qualifications and phone numbers and e-mail addresses of three references to the email address listed on the Lowell application. Posting open until filled, first round of review on February 27, 2015.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking campus is at an elevation of 7,000 ft/2100m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION February 11, 2015/HR